

TRAVEL SURVEY

(For Scheduling Attorney General's Honors Program Interviews: (Oct 20 – Nov 7, 2014)

Instructions:

Complete this form upon notification of the components that selected you for an Honors Program interview(s) and submit by **FAX (no cover sheet)** to the DOJ Conference and Contract Section at **202-307-5851 (alt. 202-353-9474)**. Do **NOT** use a fax cover sheet. Send one survey no matter how many interviews you receive. Fax one time only and check the fax confirmation to see if it was received. If so, do not send further fax copies (receipt of multiple copies causes confusion and delays scheduling). **If you do not make any entries on page 2 of this survey, fax page 1 only.** Visit www.justice.gov/legal-careers/honors-program-interviews for additional information.

Full Name (as listed on the HP Application): _____

Name to be listed on travel reservations (If different): _____

Date of Birth (MM / DD / Year): MM ____ / DD ____ / Year ____ Gender: ____ Male ____ Female

Please print clearly. Full name (including middle name or initial), date of birth, and gender are required by TSA.

Social Security Number: _____ E-mail (Mandatory): _____

SSN is required for Government travel. See Privacy Act notice on page 2. Travel itineraries will be sent to you by e-mail, when possible.

Current Address: (Street, city, state, zip) _____

Location You Want To Depart From (if different): _____

Telephone numbers: (Day) _____ (Evening) _____ (Cell) _____

Emergency contact: (Name & telephone)(voluntary) _____

Fax number where you can receive interview schedule (Mandatory): _____

Please ensure that anyone who receives a fax on your behalf knows how to contact you immediately if a DOJ fax arrives.

If you are traveling outside your normal commuting area, do you wish to travel using your personal vehicle (POV)?

____ YES ____ NO Comment: _____

[You must either be within a reasonable distance of your interview site or meet other Federal Travel Regulation requirements (e.g., costs less than commercial travel). The Department will not authorize an overnight stay at government expense based solely on use of POV for personal convenience.] **If you are interviewing in both Washington, DC and in another city, please specify the interview(s) you want to drive to in the comment space above.**

Your preferred major airport: _____ Other accessible airports: _____

Please list all reasonably accessible major airports. It is frequently less expensive to drive to a major airport, then embark, rather than to fly from smaller airports and change planes. List city and state (or foreign country) for airports.

Is commercial train travel available from your location to Washington, DC? ____ Yes ____ No

Is commercial train travel available from your location to New York City? ____ Yes ____ No

Preferred Interview Week: Rank 1, 2, 3: ____ Oct 20 - 25 ____ Oct 27 - 31 ____ Nov 3 - 7 ____

(DEA, EOIR, Indian Country Fellowship, USTP, and USAO Candidates: see page 2 for location and availability restrictions)

Preferred Interview Day: Rank 1 - 5: ____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday

List **all** dates you are **unavailable** for interviews **or** travel. Once travel is booked, we **CANNOT** reschedule.

I cannot travel or interview on: _____

Interviews are scheduled in the order responses are received. The Department will consider your interview preferences but cannot guarantee that your preferences will be accommodated. We will not schedule you for travel or an interview on dates you list as "unavailable." Visit www.justice.gov/legal-careers/honors-program-interviews for guidance on what to do in case of an emergency that affects your interview or travel.

NAME: _____

If you have a disability or special need that affects your travel or interview, please email Deana Willis at Deana.Willis@usdoj.gov to request a reasonable accommodation.

If you are not interviewing with EOIR (OCIJ), do not fax back this page of the Travel Survey.

The following offices have interview date restrictions. Please note those restrictions and, if necessary, amend your interview preferences on page 1.

INTERVIEWING OFFICE	INTERVIEW DATE AVAILABILITY
Drug Enforcement Administration (DEA)	Weeks 1 and 2 only (October 20-25; October 27-31)
Indian Country Fellowship	November 6 and 7 only.
USAO for Southern District of California	Week 1 (October 20, 21, 23) and Week 3 (November 5, 6, 7) only. Nov 10 <u>may</u> be a back-up date.
USAO for the Southern District of New York	Monday, Oct 20; Monday, Oct 27; and Friday, Nov 7 only.
U.S. Trustee Program (USTP)	Weeks 1 and 3 only. (October 20-25; November 3-7)

Executive Office for Immigration Review (OCIJ Candidates only)

If you are interviewing only with OCIJ, check the box by the location nearest to you. If you are also interviewing with OCAHO, BIA, or OGC, or OLAP then you will interview in Falls Church, VA and do not need to check a box or return this page. Ensure the dates you list on page 1 correspond to the availability dates listed here.

San Diego, CA (OCIJ Interviews only)	Week 1: all dates Week 2: Tuesday, Oct 28 through Friday, Oct 31. Week 3: Not available
New York, NY (OCIJ interviews only)	Week 1: Monday, Oct 20 through Friday, Oct 24 Week 2: Tuesday, Oct 28 through Friday, Oct 31 Week 3: all dates
Denver, CO (OCIJ interviews only)	Week 1: Monday, Oct 20 through Thursday, Oct 24 Week 2: Tuesday, Oct 28 through Friday, Oct 31. Week 3: Monday, Nov 3 through Thursday, Nov 6.
Falls Church, VA (If you are interviewing with OCIJ <u>and</u> with any other EOIR office (OGC, BIA, OLAP, OCAHO), then you will interview Falls Church, VA at EOIR Headquarters and do not need to check the box or return this page.)	All dates available.

PRIVACY ACT STATEMENT (This information is provided pursuant to the Privacy Act of 1974, 5 U.S.C. §552a(e)(3): This form requests personal information that is relevant and necessary to schedule your travel to Washington, DC, or other locations, for interview(s) with components participating in the Attorney General's Honors Program. The Office of Attorney Recruitment and Management (OARM) collects this information in order to prepare travel authorization forms and to schedule commercial travel. OARM has the authority to request this information pursuant to 5 U.S.C. §301, and 28 C.F.R. Part 0.15(b)(2). Because accepting an interview with the Department of Justice is a voluntary action, you are not required to provide any personal information. Failure to provide the information necessary to authorize and schedule commercial travel to and from your interview may result in forfeiting your interview or government-funded travel and/or not being reimbursed for travel expenses you incur in the interview process.